



Application For Network Partner Membership (**Australia**)

myworkspace Network Partner Application Form

A great opportunity to maximise your business opportunities by leveraging off the Software as a Service industry ...

in partnership with myworkspace ...

an integrated online business management system.

myworkspace.com
1300 131 848
info@myworkspace.com



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Opportunity *(This section does not form part of the agreement and is informational only)*

myworkspace has strategically positioned itself as a leader in the development of the *Software As A Service* market in Australia and NZ. We are an Australian originated service, focused on delivering next generation Internet-based information management services to small and medium sized businesses.

Having started operations in 2000 (within the ibCom entity), myworkspace now has a well established:

- Technology base
- Partner base
- Customer base

With an ever-increasing awareness in the value of Internet systems, we are accelerating the growth of the myworkspace business.

We see an opportunity for aligned businesses to partner with myworkspace to:

- Leverage more return out of their existing customer base
- Generate more services income for those within their own network – by servicing myworkspace customers
- Add more value to their offering
- Establish a strategic position within the rapidly emerging “software as a service” market

Becoming a myworkspace Network Partner is a great way to compliment your existing business services ... myworkspace clients are constantly seeking our recommendation for aligned:

- hardware specialists
- communication providers
- website designers
- business improvement specialists
- bookkeepers
- accountants
- trainers



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The following information represents part of our mutual agreement under the myworkspace Network Partner membership. As such, when returning this application, you should sign/initial each page.

How can my business play a part?

- Delivering aspects of your service via a co-branded myworkspace platform
- Attracting new customers to myworkspace
- Training people how to use myworkspace
- Visiting businesses onsite (*an opportunity to sell your other services*)
- Interpreting business needs
- Ongoing client support (*for core myworkspace functionality this is optional*)

What skills do my team and I need?

- Desire for success
- Great communication skills
- Understanding of key business concepts
- Customer focused
- To be a dynamic team member within our network
- The desire to embrace new technology

What will I get?

- Initial Training
- Ongoing Technical Support
- Online Support knowledgebase
- Marketing Material
- Certification - **myworkspace Partner Approved**

What commitment do I need to make?

- All partners must undertake to use myworkspace within their own business (*this ensures you are totally familiar with the system when selling, training and supporting your clients!*). You will be granted a 30% discount on your own subscription.
- A willingness to stay up-to-date with latest enhancements
- Participation in regular SkypeCasts to learn new functionality



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How do I make money?

Sales Commission

- Refer a sale to myworkspace – 7.5% of recurring monthly client subscription income
- Close the sale yourself – additional 7.5% of recurring monthly client subscription income + \$29 (*share of client connection fee if any*)
- Provision of client support services - additional 7.5% of recurring monthly client subscription income
- Client Billing – additional 7.5% if myworkspace 'bulk-bills' your business for client subscriptions, and you in turn invoice your clients individually (*bonding the client further to your business*)

NB Commission is limited to be payable on client subscriptions to myworkspace::business, myworkspace::accounting, myworkspace::financial services, Document Storage Fees and Online Shop Sales.

A total of up to 30% recurring monthly commission.

If you bring onboard another network partner, or reseller partner, we will also pay you a commission of 5% on that partner's client subscriptions.

Support

- Invoice your client direct for any billable training & support you provide (*NB an allowance is made by myworkspace for 'first level' non-billable support via the commission structure above*)

Have more questions?

Please feel free to discuss any questions with:

Mark Byers
0433 182 815
mark.byers@myworkspace.com

Darren Jones
0411 55 44 07
darren.jones@myworkspace.com



Application For Network Partner Membership (Australia)

Like to get started?

Simply complete your details below and fax to us on 07 3009 0383.

This application to become a myworkspace Network Partner is made on _____ (date) between

Your Business:			
Name			
ABN			
Street Address			
	Suburb	State	Post Code
Mailing Address			
	Suburb	State	Post Code
Business Phone			
Business eMail			
Website Address (Domain Name)			
Main Contact:			
Name	Title	First	Surname
Position (eg Director, Owner)			
eMail			
Phone			
Mobile			

in this agreement to be referred to as **(“THE APPLICANT”)**

and myworkspace Pty Ltd (ABN 22 123 303 211)
146 Woodlands Road, Gatton QLD Australia

1. The Applicant hereby applies for admission as a Network Partner of myworkspace Pty Ltd as indicated by this agreement.
2. Upon acceptance of this application by myworkspace Pty Ltd the applicant will also be granted a logon to the myworkspace Service governed by the conditions of the Terms of Use Agreement.
3. Via the use of the services it is assumed that the applicant agrees to the Terms of Use Agreement as per the myworkspace.com.au website.

Please read these Terms of Use Agreement carefully. It is a condition of your use of the Service that you comply with the Terms of Use Agreement.



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User Details

Your myworkspace system for your business will be initially configured with the following user logons².

Please place a ✓ in the box if you want the user to have this membership (module).

Name/eMail	Administrator ¹	Business	Accounting

Notes:

1. At least one of the users must be a System Administrator.
2. Please attach an additional page if not enough space for all the users

Business Membership includes:

- Areas of the system as outlined in the myworkspace::business membership (*refer myworkspace.com*)
- Security System
- 75MB free storage space
- Unlimited email access, mobile access via WAP and PDA
- Web-based SMS for 29c/SMS, with reply to eMail.
- Listing in myworkspace marketplace/directory
- Online Shop / Web Site
- Orders taken via Online Shop attract a transactional charge of 45c per order
- Online user guides and help text for all areas of the system

Accounting Membership includes:

- Areas of the system as outlined in the myworkspace::accounting membership (*refer to myworkspace.com*)

Invoicing Membership includes:

- Access to the invoicing and debtor reporting functionality within the myworkspace::accounting membership
- To access this membership level, you must have at least 1 user on the myworkspace::accounting membership
- Ideal for managers not in the accounting area who need access to basic client account information

Financial Services Add-On includes:

- Areas of the system as outlined in the myworkspace::financial services membership (*refer to myworkspace.com*)
- Total of 20 new policies or investments or loans (or mix) per month.
- New Policies / Investments / Loans above that in the month will attract a \$1.10 per record fee
- Automated commission calculations attract a transaction fee of 15c per calculation



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Renewable Monthly Service Fee (\$AU inc GST)

The monthly service fee is payable from the date of acceptance of this application.

Description	Network Partner Rates	Client Rates
myworkspace::business	\$23.10 per user per month	\$33.00 per user per month
myworkspace::accounting <i>(add-on to myworkspace::business)</i>	\$19.25 per user per month	\$27.50 per user per month
myworkspace::invoicing <i>(add-on to myworkspace::business)</i> <i>(must have at least 1 user with accounting membership)</i>	\$5.25 per user per month	\$7.50 per user per month
myworkspace::financial services <i>(add-on to myworkspace::business ... refer additional transactional fees above)</i>	\$15.40 per user per month	\$22.00 per user per month
myworkspace::express <i>(add-on to myworkspace::business)</i>	\$7.70 per user per month	\$11.00 per user per month
Data Storage Fees	See below	See below
SMS Messages	\$0.29 per message	\$0.29 per message
Online Shop Sales	\$0.45 per order	\$0.45 per order
Hosting of domain based emails	\$2.50 per mailbox per month	\$2.50 per mailbox per month
Domain Registration ".com.au" (2 years)	\$70	\$70
Domain Registration ".com" (1 year) <i>Other domain types available on request.</i>	\$40	\$40
Sync Services <i>(Synchronise your contacts and diary on to your phone)</i>	\$7.50 per user per month	\$7.50 per user per month
Secure Client Zone – Network Advertising subsidised <i>(knowledgebase access, messaging & collaboration)</i>	\$3.30 per user per month	\$3.30 per user per month
Secure Client Zone – No Network Advertising	\$7.50 per user per month	\$7.50 per user per month

Data Storage Fees (measured via Data storage levels at the end of each month):

- 75MB included per user logon
- First 1GB of storage in excess of included storage:
Partners - \$0.055/MB per month
Clients - \$0.065/MB per Month
- Proportion greater than 1GB:
Partners - \$0.021/MB per month
Clients - \$0.025/MB per month

Example (partner rates): 1. 25GB with 2 users = (1250 - (2 x 75)) = 1.1GB excess = (1000 x .055) + (100 x \$0.021) = \$57.10

Upfront Configuration

- System Co-Branding \$1,950 *inc GST*
- System Configuration As per separate proposal (if applicable)

Connection Fees

- A once-off myworkspace Connection Fee of \$129 is payable per business (not applicable for partners).
- A once-off Sync Services connection fee of \$110 is payable per user.

Payment Terms

All payments are due within 7 days of invoice date. You have the choice of monthly Direct Debit from your nominated account, or monthly charge to your nominated credit card (*a 3% processing fee applies to credit card payments*). Please complete one of these options below.

Commission payments due to your business will be processed via EFT.



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Other Information

Where did find out about us? <i>eg Referrer's Name if referred.</i>	
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Directory Listing

As part of your subscription to myworkspace you receive a free listing in the myworkspace directory, allowing other myworkspace members to find out about your services. If you complete the details below, we will set up your initial directory listing. You can always edit it later through My Profile, My Online Profile.

Description	
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Directory Advertising

In addition to your free directory listing you can further promote your business using the highly effective advertising system. This allows you to place advertisements that appear in the footer of myworkspace and other key parts of the system. You pay a fee every time the advertisement is shown and clicked on. The fee will vary depending on where and when your advertisement is shown. When you set up an advertisement you specify a maximum budget per month (minimum \$30/month). If you complete the following section we can set up an initial advertisement for you.

Advertisement	
Title (25 characters)	
Text (60 characters)	
Link (URL)	
Monthly Budget (Minimum \$30.00)	

Signed as agreement

I, _____ (signature of main contact)

an authorised officer of the Applicant hereby agree that the company accepts the terms of the Agreement described above together with the Terms of Use for the supply of the service and agrees to be bound by the Agreement.



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Subscriber Direct Debit Agreement

I/We request 'myworkspace Pty Ltd' (**User ID: 250855**) to arrange for funds to be debited from my/our nominated account at the financial institution shown below according to the schedule specified below.

Account Name

Address

Postcode

Name of Financial Institution

Branch address

BSB No.

Account Number

Commencing _____(dd/mm/yy), please debit an amount consistent with the current renewable monthly service fees, from the above account. Thereafter debits shall be made on or around the 15th day of every month in payment of the prior month's subscription. Direct Debits shall be made until such time that myworkspace Pty Ltd receives notification of 'cancellation of subscription'. I/We agree to the terms and conditions as described in the 'Subscriber Direct Debit Agreement'.

Signature(s)

If debiting from a joint bank account, both signatures are required

Date



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Our commitment to you

This document outlines our service commitment to you, in respect of the Direct Debit Request (DDR) arrangements made between 'myworkspace Pty Ltd' and you. It sets out your rights, our commitment to you and your responsibilities to us together with where you should go for assistance.

Initial terms of the arrangement

In terms of the Direct Debit Request arrangements made between us and signed by you, we undertake to periodically debit your nominated account for the agreed amount for payment of your monthly subscription fees.

Drawing arrangements

- The first drawing under this Direct Debit arrangement will occur as per the Subscriber Direct Debit Request (DDR) form.
- If any drawing falls due on a non-business day, it will be debited to your account on the next business day following the scheduled drawing date.
- We will give you at least 14 days notice via email or letter when changes to the initial terms of the arrangement are made. This notice may include the new amount, frequency, next drawing date and any other changes to the initial terms.
- If you wish to discuss any changes to the initial terms, please telephone or email myworkspace Pty Ltd.

Your rights

Changes to the arrangement

If you want to make changes to the drawing arrangements, contact myworkspace Pty Ltd by telephone or email. These changes may include:

- deferring the drawing; or stopping an individual debit; or
- altering the schedule; or suspending the DDR; or
- cancelling the DDR completely.

Enquiries

Direct all enquiries to myworkspace Pty Ltd, rather than to your financial institution, and these should be made at least 14 working days prior to the next scheduled drawing date. All communication addressed to us should include your company and contact details. All personal customer information held by us will be kept confidential except that information provided to our financial institution to initiate the drawing to your nominated account.

Disputes

- If you believe that a drawing has been initiated incorrectly, we encourage you to take the matter up directly with us by contacting myworkspace Pty Ltd at any time.
- If you do not receive a satisfactory response from us to your dispute, contact your financial institution who will respond to you with an answer to your claim:
 - within 7 business days (for claims lodged within 12 months of the disputed drawing); or
 - within 30 business days (for claims lodged more than 12 months after the disputed drawing)
- You will receive a refund of the drawing amount if we cannot substantiate the reason for the drawing.

Note: Your financial institution will ask you to contact us to resolve your disputed drawing prior to involving them.

Your commitment to us

It is your responsibility to ensure that:

- your nominated account can accept direct debits (your financial institution can confirm this); and
- that you advise us if the nominated account is transferred or closed.
- that on the drawing date there is sufficient cleared funds in the nominated account; and
- that you are liable to pay any dishonoured fees incurred by yourself or myworkspace Pty Ltd.

If your drawing is returned or dishonoured by your financial institution, or we have not received payment following a two-week grace period, the Service may be disabled. After 7 days overdue, users will be given a warning and the billing contact will also be emailed. After 14 days overdue, the user logon will be disabled. No data will be lost and you can reactivate the Service at any time with payment.



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Credit Card Details:

VISA

Mastercard

Card Number

Expiry Date

Cardholder's Name: _____

Please debit my credit for the monthly fees as per this agreement.

Signature: _____ **Date:** _____

Note: A surcharge of 3% will be added to all credit card charges.

ONCE SIGNED PLEASE FAX TO 07 3009 0383